



Southwest Point Amphitheater Facility Use Agreement/Application

Please submit this application as early as possible. If facility is unavailable due to a previously scheduled event, the Parks and Recreation Department will help with the selection of other times or dates. Note: Rain dates are prohibited.

The completed application may be presented in person or mailed, with appropriate fees, to Kingston Parks & Recreation, 201 Patton Ferry Road, Kingston, TN 37763. Questions may be directed to the Kingston Parks & Recreation Department by calling (865) 376-1356. Approval of an event will be granted upon receipt and review of the application and acquisition of necessary permits, licenses, certificates, inspections, and payment of appropriate fees. It is the responsibility of the event sponsor or designee to obtain all necessary permits and pay all relevant charges and fees (other than facility rental fees) prior to the date of the event. Failure to comply with this will result in the event being cancelled. No other date for cancelled events will be scheduled.

All application and supporting documents for events must be filed with the Parks and Recreation Department no less than sixty (60) days prior to the date of the event.

Name of Event: _____

Date(s) and Time(s) of Event: _____

Name of Sponsor: _____

Address: _____

Email: _____

Presenting Organization: _____

Website: _____

Social Media: _____

Brief Description of Event:

Estimated Number of Attendees: _____

Non-Profit Status: _____

Federal ID # / Non-Profit number: _____

THE USE OF THE SOUTHWEST POINT AMPHITHEATER IS BY RESERVATION ONLY

Applicant Information

Applicant Contact: _____

Phone: (Home) _____ (Work) _____

Email: _____

References: (1) _____

(2) _____

City Services Requested / Required

The following services are available from, or may be required, by the City of Kingston. If additional support services are requested by the sponsor or required by the City, the applicant will be informed at the review session concerning contacts, fees, and conditions for any additional services. The applicant should provide written confirmation of reservations/arrangements with the appropriate department(s) two weeks before the event.

Police Support and Services: Yes _____ No _____

(Determination of police support and services will be made by the Kingston Police Department (865) 376-2081)

Public Works Department Support and Services: Yes _____ No _____

(Example: Street/Parking Lot Cleaning)

Fire Department Support and Services: Yes _____ No _____

(Determination of medical support services will be made by the Kingston Fire Department (865) 376-2936)

Will onsite medical personnel be required: Yes _____ No _____

Restroom Facility Services

Additional portable toilets are required by promoter of events over 500 people. Four additional portables in multiples of 500 people=4, 1000=8

Set-Up Information

Date & Time of Set-Up: _____

Date & Time of Teardown: _____



Indicate the location of the following:

- Activity areas/tents/kiosks/structures
- Food/cooking/hand washing facilities
- Music/bandstand area/speakers/sound booth
- Portable toilets (Must be provided by applicant)
- Street barriers/traffic control plan will be required
- Parking areas/shuttle bus stops
- Sign plan showing publicity, directional and day-of-event signs
- First Aid station

The Southwest Point Amphitheater can be used for a variety of programs and activities. The facility user is responsible for setups, takedowns and cleanup for an event. The City will assume no liability for persons setting up, taking down or cleaning up for the scheduled events over 500. The Kingston Parks & Recreation Department will have a staff person on duty to provide access to equipment, provide information and watch over the facility. He/she will not be available to assist with event preparations.

- Commissioned Police Officers (approved by the Kingston Police Department) will be required at large events such as parties, receptions, dances and sporting events unless otherwise stated by the Recreation Department Director after consultation with the Chief of Police.
- Absolutely no tape, nails, screws, etc. can be applied to amphitheater walls
- Set up plans and decorations must be pre-approved.
- The pre-event inspection must be completed before set up can begin
- Children under the age of 12 must be under direct supervision of an adult.
- Clean up of facility must be completed by time stated on rental contract
- All trash must be removed from the site in proper containers. (Can be transported to the Kingston Community Center dumpster)
- Electrical usage must be pre-approved and cannot exceed 15 amp per circuit

The Facility Monitor and facility user will complete the inspection prior to the beginning of the set up. Previously damaged areas are to be pointed out and noted during the walkthrough. Each party will initial the form indicating that initial walk-through was completed.

After the event, the Facility Monitor and facility user will do a final inspection of the facility. If the cleanup is not satisfactory or if there is damage, the facility user will be billed for the amount of the estimated repair.

Exceptions/discrepancies noted:

The following rules will apply to facility rental at Southwest Point Amphitheater

Before the event:

- Contracts can be obtained at the Kingston Parks & Recreation
- Payment for the event is due when reservation is accepted by the Kingston Parks & Recreation Department
- **Insurance is required for any event on City of Kingston property. Please list the name, date and location of your event on the Certificate of Insurance; listing the City of Kingston as the additional insured and include the endorsement. The standard required limit is a minimum of \$1,000,000 in liability insurance.**

After the event:

- Clean up of facility must be completed by the time stated on the rental contract
- The facility should be returned to pre-event condition
- Decorations must be removed
- All trash must be removed from the site in proper containers. (Can be transported to the Kingston Community Center dumpster)
- Food/Drink spills will require damp wiping or mopping
- The Facility Monitor will inspect the facility at the end of the event.

Need to know info

1. Absolutely no driving or parking on the grass without pre-approval
2. Loading and unloading will take place in designated areas. Once a vehicle is unloaded, it must be parked in the parking areas.
3. Absolutely no nails, screws or tape may be used to attach item or equipment to buildings
4. All use of the facility will be on a reservation basis and booked by the Kingston Parks & Recreation Department.
5. The facility rental fee is for the entire facility. There is no reduction in fees when only part of the facility is utilized.
6. The facility user is responsible for the cleanup of the area (i.e., picking up litter on grounds and at facility)
7. Liability insurance and event security may be required for activities
8. City of Kingston staff (Parks & Rec/Police/Fire) may be required at large events.
9. **NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE PARK.**
10. Additional lighting and sound not included in rental prices.

HOLD HARMLESS AGREEMENT

In consideration for being permitted to the City of Kingston facilities and programs, I declare as follows: I understand the nature of the activity and my own capabilities and believe that I am qualified, in good health, and proper physical condition to participate in such activity. I hereby release, discharge, covenant not to sue and agree to indemnify and hold harmless the City of Kingston, the Kingston Parks & Recreation Department, their respective agents, officers, members, instructors, volunteers, and employees from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by negligence of Releasees and I further agree that if, despite this release and waiver of liability, assumption of risk and indemnity agreement, I or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save and hold harmless each of the Releasees from any liability which may incur as the result of such claim.

Print

Signature

Date

EVENT APPLICATION APPROVAL

The Special Event described herein is approved subject to any conditions noted on this form or otherwise set forth by the Kingston Parks & Recreation Department.

Kingston Parks & Recreation Director

Approval Date

Kingston City Manager

Approval Date

The City of Kingston reserves the right to approve or disapprove of special events based on available space, availability of resources, practicality of event proposed or any other legitimate basis at the discretion of Kingston Parks & Recreation.

Cancellation Policy-Applicant must submit in writing to the City Manager’s office a cancellation notice at least thirty (30) days prior to the date of the proposed special event. If the City is not properly and timely notified, the deposit or amount will not be refunded.

The City of Kingston will not permit the use of City property for special events by minors, or any organization or group comprised primarily of minors unless the use agreement is made with a responsible adult who agrees to the terms and conditions set forth by the City concerning the use of the property. Such adult must agree to be

on premises at all times during the special event. The city will require a certain number of adult chaperones to be present during the entire period of the special event.

Southwest Point Amphitheater Rentals

DEPOSIT REQUIRED FOR ALL EVENTS
Regardless of Non-Profit Status
\$500 PER EVENT
(Refundable if the final inspection is satisfactory)

PRIVATE RENTALS

Weekdays (Monday-Thursday)

\$100 per hour

\$1,000 per day (12 hours)

Weekends (Friday-Sunday)

\$150 per hour

\$1,500 per day (12 hours)

*Non-Profit Status will be exempt from Rental Fees but Deposit is Required and if applicable Personnel Fees may be assessed.

PERSONNEL FEE SCHEDULE

Police Department Personnel-\$40/hour per officer

Payment is due within two weeks of the event by check made out to the City of Kingston
One police officer is required for projected crowds of 500. For each additional 500 attendees, an additional officer will be required.

*Needs to be determined by the Kingston Chief of Police prior to approval

Fire Department Personnel / First Responder Personnel-\$40/hour per staff member

*Needs to be determined by the Kingston Fire Chief prior to approval

Parks & Recreation Personnel-\$40/hour per staff member (minimum of 3 hours)

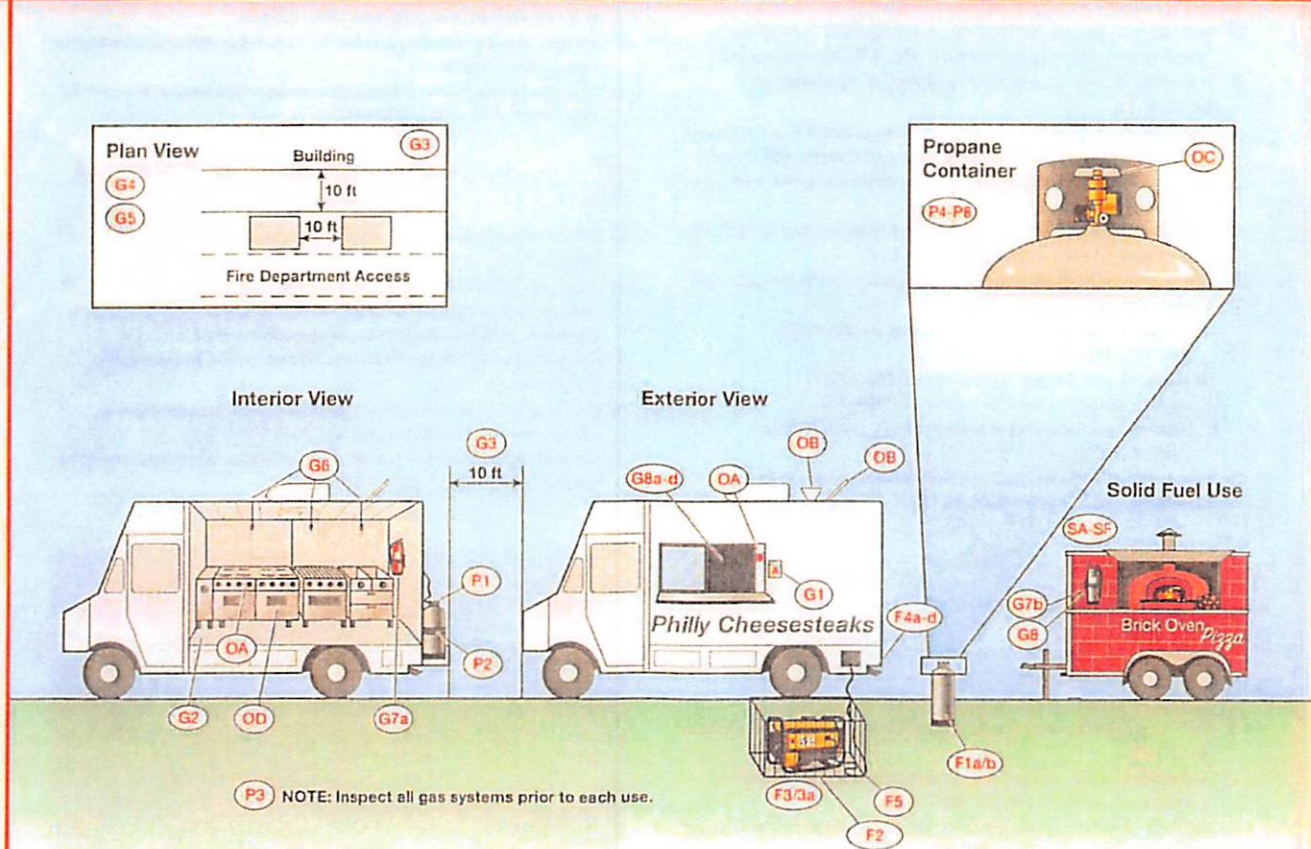
Staff is responsible for inspections prior to event and after event. There will be a staff person on duty to provide access to equipment, provide information and watch over the facility.

*Staff will not be available to assist with event preparations.

**ANY FOR-PROFIT EVENTS MUST BE APPROVED AND
CO-SPONSORED BY THE CITY OF KINGSTON**



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10] **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**

FOOD TRUCK SAFETY *CONTINUED***Fuel & Power Sources Checklist**

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®. [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfa.org/docinfo
- ▶ Read the latest news and updates at: nfa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code®*, 2020 Edition
 - *National Electrical Code® Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



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NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfa.org/foodtrucksafety.

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BUILDING AND LIFE SAFETY ISSUES FOR TENTS

States are allowing businesses to start opening back up, and with that comes a number of guidelines to minimize the spread of COVID-19. Restaurants specifically are trying to find innovative solutions to welcome diners under the new restrictions. Some of these restrictions may include:

- ✓ Offering outside seating areas
- ✓ Locating tables at least 6 ft (1.8 m) apart
- ✓ Limiting the number of patrons at each table

To create additional areas for outdoor dining, many restaurants have set up outdoor seating under tents. Several fire and life safety issues need to be considered when using them. While this information focuses mostly on the use of tents by restaurants, most of these considerations are applicable to the use of tents for any occupancy type.

How Long Can a Tent Be Used?



Tents are only permitted to be used on a temporary basis. They should not remain in place for more than 180 days.

GETTING STARTED

Multiple safety precautions must be followed to erect a tent or membrane structure, and this information is not an all-inclusive list of requirements. For any restaurant planning to use a tent, start by following these three rules:

1. Make sure to work with the authority having jurisdiction (AHJ).
2. Review all applicable requirements in NFPA 1, *Fire Code* and NFPA 101, *Life Safety Code*.
3. Have the plans reviewed by a qualified person.

HOW THE CODES HELP ENSURE SAFETY

Requirements that address the use of tents and membrane structures are covered in:

- Section 11.11 of NFPA 101
- Chapter 25 of NFPA 1

These codes provide guidance for building and life safety issues that should be considered when using tents, some of which include:

- Egress and occupancy
- Location and placement
- Fabric flammability

EGRESS AND OCCUPANCY

The means of egress must comply with the requirements for the occupancy of the tent. Typically, restaurants are either an assembly or mercantile occupancy, depending on the occupant load. It is important to determine the number of occupants in the space to ensure that there are an appropriate number of exits providing adequate exit capacity.

Additional egress features to consider include:

- ✓ Are exits clearly marked?
- ✓ Is the tent required to have emergency lighting?
- ✓ Are all the exits accessible and clear of obstructions?

What type of occupancy does a restaurant fall under?

Restaurants with an occupant load of:



50 or more people are typically classified as **assembly** occupancies.



Fewer than 50 people are typically classified as **mercantile** occupancies.



BUILDING AND LIFE SAFETY ISSUES FOR TENTS CONTINUED

For example, if a tent is erected in a parking lot, measures should be taken to prevent a vehicle from parking in front of an exit and blocking it. This could be mitigated with the use of barricades and signs and by properly educating staff members. This education is important. The maintenance of the means of egress for these tents will ensure that nothing (including the tent wires and supports) obstructs the exits, aisles, and other portions of the means of egress.

LOCATION AND PLACEMENT

Tent location must be approved by the AHJ, who could be the local building department or fire department official in charge of inspecting and approving the use of the structure.

Special consideration should be given to ensure that the tent:

- ✓ Does not block fire department access
- ✓ Is not located too close to other buildings or lot lines
- ✓ Does not block the means of egress from other buildings
- ✓ Has at least a 10 ft (3 m) distance around the tent that is free of combustible material
- ✓ Is a distance of at least 10 ft (3 m) between stake lines of multiple tents to provide means of egress from the tents

FABRIC FLAMMABILITY

One of the biggest concerns with a tent, as demonstrated during the 1944 Hartford Circus fire, is the flammability of the tent fabric. Because of this, both NFPA 1 and NFPA 101 require that the tent material meets the flame propagation performance requirements of NFPA 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*. This test is performed on the fabric of the tent by a testing organization that will issue a certificate if the fabric has passed the test.

To verify the fabric of the tent meets the necessary requirements, the AHJ must require one of the following items for review: a certificate or other evidence of acceptance by an organization acceptable to the AHJ or a report of tests made by other inspection authorities or organizations acceptable to the AHJ.

Additionally, to limit the exposure to fire, several safety measures must be put in place:

- ✓ Smoking within the tent is not permitted, and "NO SMOKING" signs need to be posted
- ✓ All heating equipment used within the tent must be listed for that use, and all containers for LP gas need to be at least 5 ft (1.5 m) from the tent.
- ✓ Fire extinguishers are required within the tent as directed by the AHJ.

Learn More

- ▶ Get free digital access to the codes by visiting:
 - nfpa.org/1
 - nfpa.org/101
 - nfpa.org/701
- ▶ Read a recent NFPA blog for more on this topic.
- ▶ Visit nfpa.org/coronavirus for the most up-to-date information from NFPA regarding fire and life safety in the midst of COVID-19.



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